

**FORM – B**  
**NORTHERN POWER DISTRIBUTION COMPANY A.P LTD.**  
**ANNUAL APPRAISAL REPORT OF NON – TECHNICAL OFFICERS**  
**IN CLASS – III AND OTHER CATAGORIES.**

PERIOD FROM----- TO -----

**GENERAL INFORMATION :**

1. Full name and date of birth :
2. Designation and Qualification :
3. Present post held and  
Headquarter :
4. Nature of work engaged  
Upon in brief :
5. Date of entry into service :

Factor	Rating	Justification with specific instance of outstanding work done other than routine work where the rating is A or B. Rating E denotes poor and therefore treated as adverse. Justification should be given with specific instances to justify "E" grading also.
1	2	3
<b>I. WORK OUTPUT</b>		
1. Exceptionally high output ( 81% to 100%)	A	
2. Very good output ( 71% to 80% )	B	
3. Good output (61% to 70%)	C	
4. Average output (Between 50% to 60%)	D	
5. Poor output (below 49%)	E	
<b>II. JOB KNOWLEDGE AND ACCURACY OF WORK</b>		
(Knowledge of rules, regulations, Tariff, procedures and their application, Accuracy of disposal of business with reference to the above).		
1. Thoroughly comprehensive and accurate.	A	
2. Very good and accurate.	B	
3. Reasonably good.	C	
4.just enough for average output	D	
5.poor	E	

**III.PROMPTNESS AND INTEREST SHOWN IN WORK.**

Regarding Assessment/billing/collections/Budget/Audit/rendering of accounts in accounts wing. Disposal of office correspondance.ability to identify and dispose of urgent work promptly.determation to work hard and dispose previous papers and non-accumulation of pendency.

- |                 |   |
|-----------------|---|
| 1. outstanding  | A |
| 2. Very Good    | B |
| 3. Good         | C |
| 4. Satisfactory | D |
| 5. Poor         | E |

**IV. ABILITY TO COMMUNICATE THROUGH NOTING AND DRAFTING:**

- |                                                                                                 |   |
|-------------------------------------------------------------------------------------------------|---|
| 1. Clear concise and bold and highly accurate, highly purposeful and without bias               | A |
| 2. Effective to put forward his ideas without bias convincingly accurately and with conviction. | B |
| 3. unambiguous ability of expression                                                            | C |
| 4. Average abilities in routine way.                                                            | D |
| 5. Incapable of clear expression and unable to convey his ideas on paper.                       | E |

**V. WILLINGNESS TO ACCEPT RESPONSIBILITY:**

- |                                                                                                                      |   |
|----------------------------------------------------------------------------------------------------------------------|---|
| 1. Able to discharge higher responsibilities by actively seeking responsibility and judicious in exercise of powers. | A |
| 2. Highly responsible and willing to exercise powers without wavering                                                | B |
| 3. responsible and willing                                                                                           | C |
| 4. Limited exercise of responsibility and power                                                                      | D |
| 5. Evades responsibility and hesitant in exercise of powers                                                          | E |

**VI. INITIATIVE AND JUDEGEMENT**

- 1. Able to initiate proposals  
sue note in all types of cases A
- 2. Takes initiative in clear and  
simple matters, generally  
very good judgment B
- 3. Takes initiative on general  
instruction and of generally  
good judgment. C
- 4. Of average initiative requiring  
instructions precedent bound  
in judgment D
- 5. Lacks initiative, incapable  
of judgment. E

**VII.CAPACITY TO DEVELOP FURTHER:**

(Leadership, Special talents  
for creativity ability to learnt  
and grow with the organization

- 1. Shows excellent potentialities  
and has promising future  
organizational interests and  
foremost A
- 2. Very good potential: B
- 3. Has potential to develop  
through guidance and efforts  
of superiors C
- 4. Limited potential for  
development D
- 5. Capability to advancement  
doubtful E

**VIII.CONDUCT AND CHARACTER:**

- 1. Extremely honest, loyal,  
highly disciplined mentally  
alert patient, cheerful A
- 2. Very honest, loyal,  
disciplined, mentally  
alert and patient B
- 3 Honest, Loyal, disciplined  
alert and patient C
- 4. Nothing of adverse D
- 5. Doubtful integrity, rebellious  
not amenable to discipline,  
mentally not alert E

**IX.HEALTH AND REGULARITY OF ATTENDANCE**

- 1. Outstanding A
- 2. Very Good B
- 3. Good C
- 4. Satisfactory D
  
- 5. Of unsound health which is in the way of discharge of his duties and irregular in attendance E

**X. RESOURCEFULNESS AND OPEN MINDEDNESS**

- 1 Always finds acceptable solution to any problem. Has high degree of respect to others ideas without bias A
  
- 2 Resourceful in tackling difficulties and respect to new ideas and suggestions without bias B
  
- 3. Usually resourceful in ordinary matters , Respective in suggestions only when precedent based solutions are not available C
  
- 4. Limited resourcefulness and limited respect to new ideas D
  
- 5. Panicks to difficult situations, resentful to suggestions, often biased E

**X(a).DATE OF SUBMISSION OF ANNUAL PROPERTY RETURNS STATEMENT PERTAINING TO THE YEAR**

**XI.GENERAL REMARKS:**

**XII.OVERALL RATING:**

Appropriate item may \_\_\_\_\_ marked.

A	B	C	D	E
(81 and above)	( 71 to 80)	(61 to 70)	( 50 to 60 )	(49 to below)

Note: Overall rating is sum total of mark against rating awarded in respect of item 1 to X above the following marks may be awarded for the rating A,B,C,D and E under the each.

	I	II	III	IV	V	VI	VII	VIII	IX	X
A =	10	10	10	10	10	10	10	10	10	10
B =	8	8	8	8	8	8	8	8	8	8
C =	7	7	7	7	7	7	7	7	7	7
D =	6	6	6	6	6	6	6	6	6	6
E =	4	4	4	4	4	4	4	4	4	4

- 2). Overall rating may be indicated only in alphabets of A,B,C,D and E
- 3) Justification with specific instances of outstanding very good and poor work done in respect of Grade A,B,C,D and E should invariably be furnished and the A. Rs with the above grades will not be accepted without justification.
- 4). Self assessment report enclosed /not received

Date:  
Station:

REPORTING OFFICER  
NAME  
(IN BLOCK LETTERS)  
AND OFFICE STAMP:

Date:  
Station:

COUNTERSIGNED OFFICER  
( )  
Name in block letters and  
Stamp

Remarks:  
Adverse remarks in the Annual  
Report and communicated in  
Memo. No

Dated.

Date:

HEAD OF THE DEPARTMENT  
(Name in block letters with  
office stamp)